



Title Of Initiative

- ❑ Proposal
 - A clear, concise statement (avoiding acronyms) of the proposed business initiative
- ❑ Process Champion
 - An identifiable champion by service and action office to see the initiative through to successful completion
- ❑ History / Current Situation
 - The specific challenge or process the initiative addresses



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- ❑ Estimate of Investment Costs, Savings, or Benefits
 - Investments Costs, savings, or benefits that can be anticipated, by Fiscal Year, expressed in terms of:
 - Outcomes
 - Savings
 - Benefits
- ❑ Metrics
 - Unambiguous indicators that will be used by the champions and the BIC to measure performance on a recurring basis
 - Should match / relate to outcomes, savings, benefits expressed above
- ❑ Pros (+) / Cons (-) / Risks (*)
 - Pros (+) and cons (-) associated with the initiative, including any risks (*) in terms of extenuating considerations
 - Where appropriate, describe the political environment within and external to the department, including any adverse history

***NOTE TO F/PB LEADS: BE PREPARED TO DISCUSS
HOW YOU ARRIVED AT YOUR ESTIMATED SAVINGS /
BENEFITS AS BACKUP INFORMATION***



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- ❑ Required Policy / Congressional Actions
 - Indicate what level of involvement is required:
 - Congressional (legislative or consultative)
 - Department of Defense
 - Military services
 - If no actions are required, indicate “none”
 - Please highlight any instances where an initiative is immediately actionable without policy / congressional action, but could yield higher savings / benefits downstream with such actions
- ❑ Proposed Deployment / Action Approach
 - A macro summary of the approach to develop and deploy the initiative action plan
- ❑ Required BIC Actions
 - Specify what actions you want the BIC to take or support (e.g., direct implementation, establish congressional “game plan,” etc.)



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- ☐ SUBMITTER/POINT OF CONTACT (POC):
- ☐ ALTERNATE POC:
- ☐ UNIT/OFFICE SYMBOL:
- ☐ MAILING ADDRESS:
- ☐ PHONE (DSN):
(COMM):
- ☐ E-MAIL:
- ☐ APPROVING OFFICIAL:
 - NAME, RANK, TITLE, PHONE #